

CALIFORNIA DEPARTMENT OF EDUCATION  
**REVENUE & EXPENDITURE REPORT FOR  
 CHILD DEVELOPMENT SUPPORT CONTRACTS**

Please read instructions before completing report.

CDFS 9529 Pg. 1 of 1 (06/04)

Mail completed report to:

CALIFORNIA DEPARTMENT OF EDUCATION  
**Child Development Fiscal Services**  
 1430 N Street, Suite 2213  
 Sacramento, CA 95814-5901

REPORTING PERIOD		CONTRACT NUMBER							
MONTH ENDING	YEAR								
		COUNTY				VENDOR CODE			

FULL NAME OF CONTRACTING AGENCY

ANALYST

<b>SECTION I - REVENUE</b>	
RESTRICTED PROGRAM	
Restricted income for operating costs	\$
Maintenance of Effort	
Match requirement	
Other ( <i>specify</i> )	
<b>SUBTOTAL</b>	\$
INTEREST EARNED ON CHILD DEVELOPMENT CONTRACT PAYMENTS	
NON-RESTRICTED INCOME:	
Other ( <i>specify</i> )	
<b>TOTAL REVENUE</b>	\$
<b>SECTION II- EXPENDITURES</b>	
REIMBURSABLE EXPENSES	
1000 Certificated Salaries	\$
2000 Classified Salaries	
3000 Employee Benefits	
4000 Books and Supplies	
5000 Services and Other Operating Expenses	
6100/6200 Other Approved Capital Outlay	
6400 New Equipment ( <i>program-related</i> )	
6500 Equipment Replacement	
Depreciation or Use Allowance	
Indirect Costs (Rate: _____%; included in Admin cost)	
NONREIMBURSABLE EXPENSES	
6100-6500 Nonreimbursable	
Other nonreimbursable expenses	
<b>TOTAL EXPENSES</b>	\$
TOTAL ADMINISTRATIVE COST ( <i>included in section II above; within 15% of reimbursable costs</i> )	\$

COMMENTS: Attach an additional sheet to further explain information contained in this report.

CERTIFICATION-- I hereby certify that, to the best of my knowledge and belief, the information in this report is accurate and complete.	SIGNATURE OF AGENCY DESIGNEE ( <i>Original Signature Only</i> )	TELEPHONE ( ) EXT.	DATE
	AGENCY FISCAL CONTACT	TITLE	TELEPHONE ( ) EXT.

**Report Deadlines:** Reports must be submitted in accordance with the Child Care and Development contract. Reports must be received by the Child Development Fiscal Services Unit by July 20<sup>th</sup> OR as otherwise required by a one-time-only contract.

**How This Report is Filed:** The submission of the report is the responsibility of the contractor. The principal administrative officer may delegate responsibility for completion of the report to staff members, but the agency's Board is responsible for the accurate and timely completion of the report. The agency designee **must** sign the report, and it must be **received** by the Child Development Fiscal Services Unit on or before the due date. (Please note: only **original signatures** are acceptable.)

## **INSTRUCTIONS**

**SECTION I – REVENUE:** Report all revenue for the project/program, including revenue from non-subsidized portions of the program. Do not report Child Development contract payments received from the California Department of Education.

**RESTRICTED INCOME FOR OPERATING COSTS** – Report income received when the donor restricts the use of the funds for goods, services, or other operating costs reimbursable by the California Department of Education in the current program year.

**MAINTENANCE OF EFFORT** – Report Maintenance of Effort funds received by the program, which are restricted for child care operating costs, in the current fiscal year. Do not report nonrestricted Maintenance of Effort funds here; report them under "Other Income."

**INTEREST EARNED ON CHILD DEVELOPMENT CONTRACT PAYMENTS** – Report only interest earned on payments advanced for this contract. Interest earned on non-contract funds should be reported under "Other Income."

**SECTION II – EXPENSES:** Report all expenses for the project/program, including expenses for non-subsidized portions of the program.

**EQUIPMENT** – As specified in the "Funding Terms and Conditions" (FT & C), purchases for both new and replacement equipment may require prior written approval by the California Department of Education, Child Development Division. Equipment purchases that are not reimbursable should be reported under "Nonreimbursable Expenses."

**DEPRECIATION OR USE ALLOWANCE** – See the FT & C for information on calculations.

**INDIRECT COST RATE** – Compute this amount only if you have a written cost allocation plan and only if the indirect cost directly benefits the child development program. Indicate indirect cost rate used. Note that an indirect cost rate may only be applied against reimbursable expenses in budget categories 1000-5000; refer to the FT & C. Rates are subject to audit verification.

**NONREIMBURSABLE EXPENSES** – Report all nonreimbursable expenses (see the FT & C) for the program. Include accrued nonreimbursable liabilities (but not encumbrances).

**ADMINISTRATIVE COST** – Costs not related to the direct provision of services to children. For example, administrative costs would include such things as the cost of the position (or portion of a position) responsible for personnel management, budgeting and/or accounting; the cost of the position (or portion of a position) responsible for completion of the annual contract renewal certification; and the costs (including indirect costs) related to these positions.